

BELL SYSTEM PRACTICES — PNB ADMINISTRATION

1. GENERAL

1.001 This addendum supplements Section 000-010-900PN, Issue E. Place this pink sheet ahead of Page 1 of the section.

1.002 This addendum is being reissued for the following reasons:

- (a) To reflect the change in the title of the District Staff Manager — BSPs.
- (b) To reflect the change in the writing responsibility of the PNB BSP Network Administration sections.
- (c) To reschedule the publication interval for the PNB BSPs to meet the Indiana Publication Center (IPC) normal service intervals.

2. CHANGES TO SECTION

2.001 On Page 1, revise paragraph 1.03 as follows:

1.03 A Staff Manager, in the Support Service Department has been appointed the PNB BSP/Documentation Coordinator and has the administrative responsibility for all 9-Digit Series of BSPs in PNB. The PNB BSP/Documentation Coordinator is located in Room 2706, 1600 Bell Plaza, Seattle 98191 and may be called on 206-345-5900.

Note: Any reference in this section to the District Staff Manager — BSPs shall be changed to the PNB BSP/Documentation Coordinator.

2.002 On Page 2, delete the *Note* following paragraph 4.01.

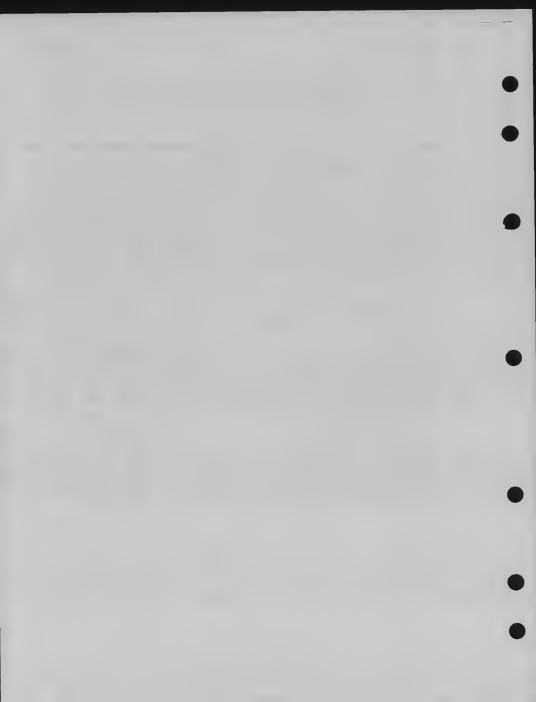
2.003 On Page 3, revise subparagraph 4.02 (c) as follows:

4.02 (c) *Note:* The "normal" intervals shown below are based on current averages for the publishing of PNB BSPs (sections, addendums, and appendices):

<i>Preparation</i>	<i>Intervals Work Days</i>
1. Draft writing, typing (Word Processing), edit and proofing, typing corrections and Comment Approval routing.	25
2. Final writing, typing (Composing) and paste-up (BSP format), edit and proofing, and Final Approval routing	30
3. Printing and distribution on PN Release.	25
Total	80

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement.



BELL SYSTEM PRACTICES — PNB ADMINISTRATION

CONTENTS	PAGE
1. GENERAL.....	1
2. BSP COORDINATOR'S RESPONSIBILITIES	1
3. FORM P-7212 — BELL SYSTEM PRACTICES — COMMENTS, INQUIRIES AND RECOMMENDATIONS.....	2
4. PNB BSPs — PREPARATION, ISSUE, AND DISTRIBUTION	2
5. PNB BSP WRITING STATUS REPORT.....	3
6. PNB STANDARDIZATION OF AT&T COMPANY STANDARD BSPs	3
7. ORDERING INFORMATION — P-7212	3

1. GENERAL

1.01 This section outlines responsibilities for administration of Bell System Practices (BSPs) in the Pacific Northwest Bell Telephone Company.

1.02 This section is reissued to reflect PNB's restructure of our Company into the three basic Service Segments (Residence, Business, and Network) and the revision of Forms P-7212 and P-7216. Since this reissue is a general revision, no revision arrows have been used to denote significant changes.

1.03 The District Staff Manager — Corporate Results, in the Planning and Operations Department, has the administrative responsibility for all 9-Digit Series of BSPs in PNB and in this section will be referred to as the District Staff Manager — BSPs. The District Staff Manager — BSPs has appointed a Staff Manager — BSPs as the official BSP Coordinator for PNB.

1.04 Each Segment Staff and some individual Departments, when necessary, will have a BSP Coordinator appointed to serve their groups. (See paragraph 2.02.)

1.05 In general, sections, addenda, appendixes, or supplements, prepared by the PNB BSP writers, deal with local administration, routines, special conditions, or subjects not covered in AT&T Company Standard BSPs.

Note: Section 000-010-010, Bell System Practices — 9-Digit Series outlines the general plan for the 9-Digit Series of BSPs.

1.06 All PNB written BSPs are suffixed PN and are assigned key numbers 900 through 999 as the last three digits (XXX-XXX-900PN through 999PN). All PNB written addenda, appendixes, and supplements will have the same number as the AT&T or PNB section they supplement and be suffixed PN.

2. BSP COORDINATOR'S RESPONSIBILITIES

2.01 *PNB BSP Coordinator* — The BSP Coordinator for PNB is responsible for the following:

(a) Representing PNB and maintaining liaison with all other Operating Companies and AT&T in BSP matters.

(h) Managing the BSP Writers Group in the following activities:

- Writing BSP sections, addenda, and appendixes in AT&T standard format as outlined in the AT&T BSP Writer's Guide.

- Approving BSP-PN draft sections, addenda, and appendixes for Comment Approval routing.

- Approving BSP-PN Standard sections, addenda and appendixes for Final Approval routing.

(c) Processing all AT&T Company Standard BSPs — Advance Printings through the primary responsible Services Segment Staff(s) for their approval for standardization and distribution in PNB. The Services Segment Staffs shall issue P-7212 forms for any AT&T section that requires a supplement (PN addendum or PN appendix).

NOTICE

Not for use or disclosure outside the Bell System except under written agreement.

- (d) Administering the ordering and distribution of BSPs as covered in Section 000-010-902PN, Ordering, Distribution, and Maintenance of BSPs and Other Bell System Printed Material.

- (e) Notifying AT&T of needed changes or corrections relating to AT&T Company Standard BSPs as covered in Section 000-010-015, How To Comment On BSPs.

2.02 Segment and Departmental BSP Coordinators — The Segment and Departmental BSP Coordinators are responsible for the following:

- (a) Reviewing Forms P-7212 submitted within their departments and obtaining their District Staff Manager's approval before forwarding them on to the PNB BSP Coordinator.
- (b) Authorizing orders submitted on Form P-3056, Order for Practices and Instructions, for new libraries and giving approval to any other orders (changing distribution codes and one-time) exceeding \$100. See Section 000-010-902PN for instruction on Form P-3056.

3. FORM P-7212 — BELL SYSTEM PRACTICES — COMMENTS, INQUIRIES, OR RECOMMENDATIONS

- 3.01 Form P-7212 (Figure 1) is a prenumbered 4-part snapout form, and is used to refer comments, inquiries, and recommendations on Bell System Practices to the PNB BSP Coordinator.

Note: Supporting information clarifying the nature and the need for changes should be included in the "Action Requested" space. If a new section is requested, the proposed text of the practice must be included. It is not necessary to have the proposed text in BSP format.

- 3.02 The originator of Form P-7212, after completing the required entries, shall remove the Originators Copy (goldenrod). The remaining snapout pages shall be forwarded on through the lines of organization to their Segment or Departmental District Staff Manager for approval before being forwarded to the District Staff Manager-BSPs.

Note: The Segment or Departmental District Staff Manager should have all P-7212 requests evaluated to determine that the requests are valid and accurate before approving.

- 3.03 The PNB BSP Coordinator will process the P-7212 requests and, if required, refer them back to the appropriate Segment or Departmental Staff group(s) for assistance. After the disposition of the P-7212 has been completed the PNB BSP Coordinator will take the Completion Copy (yellow) and enter the disposition on it and return it to the originator through the lines of organization.

4. PNB BSPS — PREPARATION, ISSUE, AND DISTRIBUTION

- 4.01 The PNB BSP Coordinator will assign the approved P-7212 forms to the BSP writers. The writers will complete the practices in the AT&T standard format as outlined in the AT&T BSP Writer's Guide.

Note: Any PN BSP Network Administration sections are written by the Network Services Staff Methods and Practices group. They are also responsible for obtaining "Final Publication Approvals." The PNB BSP Coordinator's group will make the arrangements for publishing (distributing) them in PNB.

- 4.02 The BSP Writers are responsible for the following:

- (a) Working with the primary responsible staff group(s) in obtaining the necessary information to write a draft copy.
- (b) Obtaining Comment Approval(s) of the draft copy from primary responsible District Staff Manager(s).

The draft copy is attached to a memorandum "Request For Comments" (Figure 2).

- (c) Evaluating the replies of the "Request For Comments" and incorporating the necessary comment replies when writing the PN BSPs in the standard AT&T BSP format.
- (d) Obtaining "Final Publication Approval(s)" of the PN BSPs from the primary responsible Division Staff Manager(s).

The PN BSP is attached to Form P-7216, Request For Approval of PNB BSPs (Figure 3).

- (e) Arranging for publication of PN BSPs on a PN BSP Release through the Centralized Distribution Center, Seattle.

Note: Generally the normal intervals for publishing a PN BSP are:

<i>Procedures</i>	<i>Intervals</i>
1. Draft writing, typing and Comment Approval.	4 Weeks
2. Final writing, typing, and Final Approval. Any art work (figures and tables) and forms will require more time.	4 Weeks
3. Publication distribution on PN Release.	<u>3 Weeks</u>
Total	11 Weeks

5. PNB — BSP WRITING STATUS REPORT

5.01 The PNB BSP Coordinator issues a Quarterly BSP Status Report to the Division Staff Managers, which includes the status of each P-7212 request received by the BSP group.

5.02 The Status Report indicates: (1) the BSP number, (2) P-7212 number, (3) subject and title, (4) the date the practice was assigned and (5) present progress or action by the following status codes:

Status Codes

- Under Evaluation
- In Process (Writing)
- Completed-Publication Pending
- Completed and Published
- Referred to AT&T
- Practice Cancelled

7. P-7212 Cancelled

5.03 As each P-7212 is completed, it is closed out on the status report and removed from the succeeding report.

6. PNB STANDARDIZATION OF AT&T COMPANY STANDARD BSPs

6.01 AT&T Company Standard BSPs are standardized for distribution in PNB unless their content is contrary to PNB operating procedures.

6.02 The PNB BSP Coordinator receives AT&T BSP Advance Printings from AT&T. The Advance Printings include both Issue 1's and reissues.

6.03 A BSP Order Desk staff clerk processes the BSP Advance Printings and attaches a memorandum (Figure 4) to the Advance Printing(s). The Advance Printing is then forwarded to the primary responsibility staff group for review. The primary staff group should file the Advance Printing(s) in their BSP libraries until the AT&T section(s) are received.

6.04 The primary staff group will *immediately* advise the BSP group of any distribution code changes and if they wish a section made non-standard for PNB. The Indiana Publications Center (IPC) generally will, within two weeks, request the distribution codes assigned to the "Advance Printings."

6.05 AT&T standard BSPs made non-standard for PNB will be listed on the PNB Division Numerical Indices as NOT STANDARD FOR PNB.

6.06 If the primary staff group wishes an addendum, appendix, or PN replacement section issued they will submit a P-7212 request to the PNB BSP Coordinator.

7. ORDERING INFORMATION (P-7212)

7.01 The P-7212 (9-79) is listed in the PNB Forms Catalog.

Note: The old issue P-7212 (4-77) forms are to be thrown away and the new issue P-7212 (9-79) forms are only to be used.

BSP 880-010-900PH

P 7212 (9-79)

BELL SYSTEM PRACTICES
Comments, Inquiries or Recommendations

Bell System Proprietary Information. Not
for Publication or Outside Distribution

No.

ROUTE TO:

☐ DISTRICT OFFICE:	DATE _____
☐ DIVISION OFFICE:	DATE _____
☐ SEGMENT STAFF:	DATE _____
☐ DIST. STAFF MGR.—BSPs - 1600 BELL PLAZA, RM 2706, SEATTLE, WA 98191	

ORIGINATOR - COMPLETE ENTRIES AND CHECK APPROPRIATE BOXES

NAME	TITLE	SEGMENT
ADDRESS	CITY	STATE ZIP
TEL NO	TELE NO	
BSP NO	OSU#	☐ NEW ☐ REVISE ☐ CANCEL ☐ OTHER
TITLE	ACTION REQUEST	
	☐ URGENT	
	☐ NECESSARY	

ACTION REQUESTED (INCLUDE DATE NEEDED AND WHY)

☐ ATTACHMENT

ORIGINATOR'S SIGNATURE _____ DATE _____ APPROVED—SEGMENT STAFF DISTRICT LEVEL _____ DATE _____

TO BE COMPLETED BY PNB BSP COORDINATOR

REVIEWED TO	DATE	DATE
COMMENTS		☐ ATTACHMENT

ASSIGNED TO REVIEW	TEL NO	DATE	PV REL NO	COMPLETION DATE
--------------------	--------	------	-----------	-----------------

Forward remaining copies with Carlson trans.

ORIGINATOR'S COPY

Fig. 1 — Form P 7212

Request for Comments

Section

Seattle.

MEMORANDUM FOR

The attached BSP is forwarded for your review and comments.

Please advise Bill Graham on (206) 345-6327 by _____ whether you approve of the BSP Comment Copy or if you wish to make any changes. Major changes should be made on the BSP Comment Copy and returned to Bill at 1600 Bell Plaza - Room 2706, Seattle, Wash. 98191.

D. E. WARRICK

Attachment

EWG:ego

This memorandum has been sent to:

Fig. 2 — Request for Comments



Pacific Northwest Bell

P7216 (5-77)

Request For Approval Of PNB-Bell System Practices

Date _____ Issue _____
 The attached Section _____
 is for your review and approval. Please return by _____

Approved _____

_____	Signature	Date
District Staff Manager		
_____	Signature	Date
District Staff Manager		
_____	Signature	Date
District Staff Manager		
_____	Signature	Date
Division Staff Manager		

Section Title _____

Synopsis _____

Approval copies sent to _____

On _____

Del _____

On _____

Del _____

On _____

Del _____

On _____

Del _____

Distribution Codes Assigned _____

For questions call _____ on _____

Additional copies sent to _____

Return to:
 District Staff Manager - BSP's
 Room 2705
 Sixteen Hundred Bell Plaza
 Seattle, Wash 98191

Fig. 3 — Form P 7216

BSP's - Advance Printings, Issue 1's

Seattle, _____

MEMORANDUM FOR _____ :

The attached BSP Advance Printing section(s) appears to pertain primarily to your area of staff responsibilities and we would like your assistance in assigning the distribution codes.

We have entered the distribution codes, at the top of each section, that our records show are assigned to their respective Numerical Division Indices and Layers.

Distribution coding information on Issue 1's, generally, must be forwarded to the Indiana Publications Center within two weeks after we receive the Advance Printing sections.

If you wish to make any changes in the distribution codes shown, or if a section should be made not-standard for use in PNB, please enter the information at the bottom of this memorandum and return it to Bill Graham, at Room 2706 Bell Plaza, within one week of the above date.

W. T. LEFLEY
Staff Manager - BSP's

EWG:ego

Attachment(s)

Practice #

Change

Fig. 4 — BSP's Advance Printing Memorandum



PREPARATION OF PNB ORIGINATED BSP COVER SHEETS AND FILING REFERENCE SHEETS FOR GENERAL TRADE PRODUCTS

CONTENTS	PAGE
1. GENERAL	1
2. NUMBERING	1
3. TITLING	1
4. TABLE OF CONTENTS	2
5. PART HEADINGS	2
6. FILING NOTICE	2
7. ATTACHMENTS	2
8. SUBMITTING REQUESTS	2
9. APPROVAL	2

1. GENERAL

1.01 This appendix describes how to prepare Pacific Northwest Bell (PNB) Bell System Practice (BSP) *cover sheets* and *filing reference sheets* for General Trade Products (GTP) vendor instructions.

1.02 Whenever this appendix is reissued, the reason(s) will be listed in this paragraph.

1.03 The PNB BSP *cover sheet* and *filing reference sheet* for GTP items are used to transmit vendor instructions and to facilitate a standard indexing and filing procedure.

1.04 A PNB GTP *cover sheet* has the vendor's documentation (manual, practice, etc) attached. (See Fig. 3.) The cover sheet and the vendor's documentation both contain a *filing notice label* in their headings; these filing notice labels provide a cross-reference between the cover sheet and the vendor's documentation. (See Fig. 1 and Fig. 2.)

1.05 A PNB GTP *filing reference sheet* refers to, but does not include, the vendor's documentation. The documentation for some vendor products is in itself the size of a BSP binder and therefore impractical to be associated with a cover sheet. (See Fig. 4.)

1.06 The PNB GTP *cover sheet* and the GTP *filing reference sheet* are prepared in the same format as other BSPs. The following paragraphs and Fig. 3, *PNB GTP Cover Sheet*, and Fig. 4, *PNB GTP Filing Reference Sheet*, illustrate the required data elements.

1.07 In cases where the vendor has provided instructions that are not suitable for either a PNB GTP *cover sheet* or a PNB GTP *filing reference sheet*, a PNB BSP may be prepared as per Section 000-010-900PN, Part 4.

2. NUMBERING

2.01 In PNB, each GTP *cover sheet/filing reference sheet* is assigned a unique nine-digit BSP number to simplify filing and look-up procedures.

2.02 The BSP number assignments are made by the PNB Technical Documentation Manager (TDM) as follows:

(a) The first three digits (*division*) identify major categories of information.

(b) The fourth digit (*layer*) and fifth and sixth digits (*sub-layer*) identify subdivisions of major categories.

(c) The last three digits (*key numbers*) identify individual practices.

2.03 The *division*, *layer*, and *sub-layer* numbers are determined by subject as per AT&T Section 000-010-010, Bell System Practices General Plan.

2.04 The *key numbers* 900-999 are reserved for Operating Company use and are assigned by the TDM.

3. TITLING

3.01 All GTP *cover sheets/filing reference sheets* must have a title on the first page. The title must clearly identify the vendor, the subject and the purpose of the practice.

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement.

SECTION 000-010-900PN
Appendix 1

3.02 The title must contain three categories of information.

- (a) **Vendor Identity:** This category of information identifies the vendor of the GTP item being covered (eg, Reliable Electric, Telesciences, Inc, etc).
- (b) **GTP Item:** This category of information identifies the item being covered by the vendor's instruction (eg, R355 Type Connectors, Subscriber Recording System Model 2001, etc).
- (c) **Purpose of GTP Instruction:** This category of information identifies the objective or purpose of the instruction (eg, Description, Installation, Maintenance, etc).

3.03 A title will consist of as few lines as possible and each line should not convey more than one category of information. In most cases titles will be three lines or less, and must not exceed four or five lines in all.

4. TABLE OF CONTENTS

4.01 Normally, a GTP *cover sheet/filing reference sheet* should not be more than two pages in length and never more than three. Therefore, a table of contents is not used.

5. PART HEADINGS

5.01 Part headings are used to identify major divisions within the GTP *cover sheet/filing reference sheet* (eg, 1. GENERAL, 2. DESCRIPTION, 3. MAINTENANCE, etc).

5.02 The GTP *cover sheet/filing reference sheet* contains only the information necessary to introduce the vendor instruction. Therefore, only the part headings shown in Fig. 3 and Fig. 4 will be used.

6. FILING NOTICE

6.01 The standard filing notice label must be included on each *cover sheet* (Fig. 1) and each *GTP instruction* (Fig. 2).

6.02 The filing notice label is produced by PNB's Art-Graphics Department and is a part of the master copy. When a vendor supplies a quantity of the GTP instruction, a peel-and-stick filing notice label is prepared for application to each instruction. (Fig. 1 and Fig. 2.)

7. ATTACHMENTS

- 7.01 The outside vendor instruction **MUST** be of good quality.
- 7.02 Permission must be obtained from the outside vendor prior to reprinting their material.

8. SUBMITTING REQUEST

8.01 Request for GTP *Cover Sheets/Filing Reference Sheets*, and other BSP revisions are submitted on Form P-7212, (Fig. 6). A General Trade Products BSP Memorandum (see Fig. 5) which furnishes supportive information for the GTP *cover sheet/filing reference sheet* must accompany the P-7212 request. Fig. 5 may be duplicated locally as needed.

9. APPROVAL

9.01 A completed comment copy is returned to the originator for a final technical correctness check. Once any final corrections or revisions have been made an approval copy is sent to Division and District Level Managers. Once approval is signed off, the documentation is distributed.

BELL SYSTEM PRACTICES PNB Tel. Co.	FILING NOTICE THIS SECTION IS A COVER SHEET FOR THE MANUFACTURER'S INSTRUCTION RLEC 638-200-005. DO NOT SEPARATE.	SECTION 638-301-902PN Issue A, February 1983
RELIABLE R355 TYPE CONNECTORS		
1. GENERAL 1.01 This section is a cover sheet for the manufacturer's practice titled "RELIABLE - R355 TYPE CONNECTORS - DESCRIPTION AND INSTALLATION", RLEC 638-200-005. 1.02 Whenever this section is revised, the cover sheet will be reissued with the revision. 1.03 A	frames in Electronic Switching Systems or conventional switching systems and PBXs or PABXs where protection is required. 2.02 The R355 connector provides features for over voltage protection, over current protection, testing, identification of circuits and connection or disconnection of cable pairs from the switching element. This connector also provides "non-isolated" configurations. SEE RLEC 638-200-005 FOR ADDITIONAL INFORMATION - SEE	

Fig. 1 — PNB GTP Cover Sheet With Filing Notice
(This filing notice cross-references this cover sheet to the manufacturers practice.)

RELIABLE ELECTRIC/UTILITY PRODUCTS Outside Plant Series	FILING NOTICE THIS MANUFACTURER'S SECTION IS ASSOCIATED WITH SECTION 638-301-902PN. ATTACH THIS SECTION TO IT.	SECTION RLEC 638-200-005 Issue 2, November, 1981
R355 TYPE CONNECTORS DESCRIPTION AND INSTALLATION		
CONTENTS 1. GENERAL 1 2. PRECAUTIONS 2	PAGE 1 2	1.04 R355 series connectors provide "non-isolated ground" configurations. SR355 series connectors provide "isolated ground" configurations. Section 3.08 through 3.12 and 6 on grounding provide "isolated" and "non-isolated" configurations.

Fig. 2 — GTP Vendor Instruction With Filing Notice
(This filing notice cross-references this manufacturers instruction to the PNB BSP cover sheet.)

BELL SYSTEM PRACTICES
PNB Tel. Co.

FILING NOTICE
THIS SECTION IS A COVER SHEET FOR THE MANUFACTURER'S
REQUIREMENTS TO BE USED IN THE PNB SYSTEM SEPARATE

SECTION 636-301-902PN
Issue A, February 1963

**RELIABLE
R355 TYPE CONNECTORS**

1. GENERAL

1.01 This section is a cover sheet for the manufacturer's practice titled "RELIABLE - R355 TYPE CONNECTORS - DESCRIPTION AND INSTALLATION". RLEC 636-200-005.

1.02 Whenever this section is reissued, the reasons for reissue will be noted in this paragraph.

1.03 A copy of the manufacturer's practice is attached to this section. If additional copies are required, they may be ordered according to Part 3 of this section. **DO NOT SEPARATE PN SECTION FROM MANUFACTURER'S SECTION.**

1.04 The manufacturer's section contains general information, precautions, description, installation, testing, figures, and tables.

2. DESCRIPTION

2.01 The Reliable R355 Type Connectors are used to terminate outside plant cables on protector

frames in Electronic Switching Systems or conventional switching systems and PBXs or PARXs where protection is required.

2.02 The R355 connector provides features for over voltage protection, over current protection, testing, identification of circuits and connection or disconnection of cable pairs from the switching equipment. This connector also provides "non isolated ground" configurations.

3. ORDERING INFORMATION - SECTIONS

3.01 The manufacturer's section titled "R355 TYPE CONNECTORS - DESCRIPTION AND INSTALLATION" is attached to this section. Section 636-301-902PN is available on a limited basis and may be ordered from:

Centralized Distribution Center
Seattle, WA
(206) 345-9630

NOTICE

Not for use or disclosure outside the Bell System except under written agreement

Page 1
1 Page

Fig. 3 - PNB GTP Cover Sheet

BELL SYSTEM PRACTICES
PNB Tel. Co.

SECTION 252-100-929PN
Issue A, June 1983

TELESCIENCES, INC.
SUBSCRIBER RECORDING SYSTEM 2001 (TYPE 1)
THEORY OF OPERATION, FIELD TROUBLE
ANALYSIS AND REPAIR PROCEDURES

1. GENERAL

1.01 This section provides a filing reference for Section 500 of the manufacturer's manual titled "INSTRUCTION MANUAL FOR SUBSCRIBER RECORDING SYSTEM DATA ACQUISITION TERMINAL - MODEL SRS 2001 (TYPE 1)." Section 500 presents the SRS 2001 terminal's theory of operation and includes an overall functional block diagram, individual PC card block diagrams, and timing diagrams.

1.02 Whenever this section is reissued, the reason(s) for reissue will be provided in this paragraph.

1.03 Copies of the manufacturer's Section 500 (part of the manual) will be provided with the equipment. If additional copies are required, they may be ordered according to Part 3 of this section.

1.04 Refer to the following PNB sections for references to other sections in the manufacturer's manual:

- Section 252-100-925PN - General description
- Section 252-100-926PN - Applications, specifications, and ordering information
- Section 252-100-927PN - Identification, installation, and operational tests
- Section 252-100-928PN - Operating procedures, preventive maintenance, and operating checks.

2. DESCRIPTION

2.01 The SRS 2001 (Type 1) terminal has a maximum of five subracks, each one continuously monitoring up to 200 subscriber input lines. The microprocessors in the line interfaces, active spare, and system control subracks perform periodic checks of test points and functions during their operational sequences. The SRS 2001 detects and processes the following call-detail information from the individual lines:

- Input line number
- Directory number
- Seize time

- Waiting time to answer
- Duration of connection
- Incoming/outgoing call identification
- Dialed digits

Note: This information is formatted for transfer to remote CDC(s), a local KSR device, and local magnetic tape system(s).

2.02 The information is then sent to the system control subrack in response to polling requests from the system control subrack. The system control microprocessor collects and summarizes all alarm messages and initiates appropriate action, including fault-switching of line interface subracks, lighting of alarm indicators, sending alarm indications to the central office alarm panel, and diagnostic printouts.

2.03 Refer to the manufacturer's Section 500 for the operation theory and technical information for the SRS 2001 (Type 1).

3. ORDERING INFORMATION - MANUALS

3.01 If additional copies of the manufacturer's manual titled "INSTRUCTION MANUAL FOR SUBSCRIBER RECORDING SYSTEM DATA ACQUISITION TERMINAL - MODEL SRS 2001 (TYPE 1)" are desired, order on a Purchase Order Form P-507 from:

TeleSciences, Inc.
351 New Albany Rd.
Moorestown, N.J. 08057

Include the contract number in the designated space on the Form P-507 if a negotiated contract exists with the manufacturer. Contract numbers are listed in the General Trade Product Specialist's Handbook and are available in the General Trade Product Administrator's files, Room 1903 - 1600 Bell Plaza (206) 345-7740, Seattle, and/or District Staff Manager - Engineering Standards, Room 6N4 - Lincoln Building (503) 242-5589, Portland.

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement.

Page 1
1 Page

SECTION 000-010-900PN
Appendix 1

Seattle,

MEMORANDUM FOR:

RE: _____ BSP _____

The information requested below is necessary and must be supplied before we can proceed with your BSP.

1. Do we have written permission to reprint the vendor's literature/manual?

Yes _____ No _____

If yes attach a copy of the permission document.

2. Will the vendor supply unlimited free copies of their literature/manual?

Yes _____ No _____

If no, how much is each manual? _____

3. When vendor's equipment is shipped - is an instruction manual included?

Yes _____ No _____

4. If pictures are to be included in this practice - do you have good black & white photos or the negatives? (not 2nd or 3rd generation copies)

Yes _____ No _____

5. Are instructions to be included in this BSP regarding:

Service & Return	Yes _____ No _____
Replacement Parts	Yes _____ No _____

Please submit to the PNB Technical Documentation Manager (TDM) _____
_____, Room 2706 BP, telephone # _____ with form P-7212.

Information supplied by: _____ Date _____

Fig. 5 — General Trade Products BSP Memorandum

P 7212-03-720

ROUTE TO:

☐ DISTRICT OFFICE: _____ DATE _____

☐ DIVISION OFFICE: _____ DATE _____

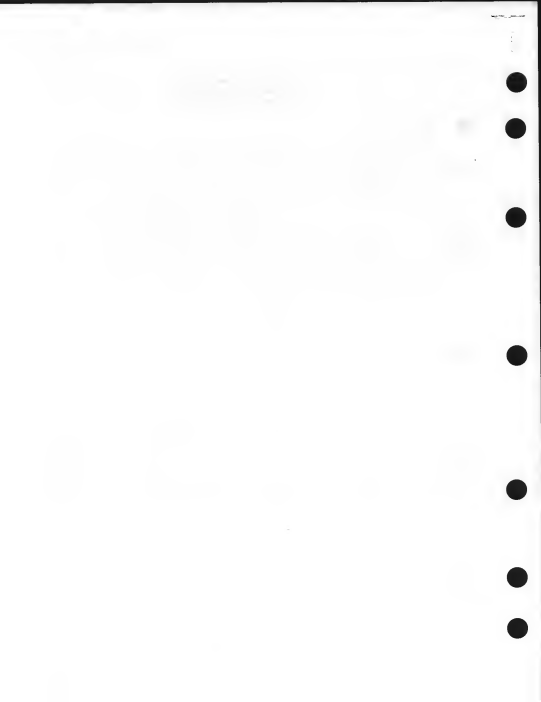
☐ SEGMENT STAFF: _____ DATE _____☐ DIST. STAFF MGR—BSPs • 1600 BELL PLAZA, RM 2706, SEATTLE, WA 98191

ORIGINATOR - COMPLETE ENTRIES AND CHECK APPROPRIATE BOXES

[illegible]

Forward remaining cases with carbon intake

Page 7
7 Pages



BELL SYSTEM PRACTICES – ADMINISTRATION

CONTENTS	PAGE
1. GENERAL	1
2. RESPONSIBILITIES	1
3. PRACTICE USAGE	2
4. FORM P-7212 – BELL SYSTEM PRACTICES – COMMENTS, INQUIRIES OR RECOMMENDATIONS ...	2
5. STATUS OF FORM P-7212	2
6. PREPARATION OF PNB PRACTICES	2
7. ADOPTION AND APPROVAL OF BSPs	2

1. GENERAL

1.01 This section outlines responsibilities for the administration of Bell System Practices in the Pacific Northwest Bell Telephone Company.

1.02 This section is reissued to remove references to "Plant Series" and to update information on the use of Form P-7212 (Fig. 1). As this is an extensive revision, arrows are omitted.

1.03 General Administration – Engineering and Plant has the administrative responsibility for the nine digit Bell System Practices (BSP). This responsibility is assigned to the Operations Supervisor (Practices).

1.04 All nine digit practices, written by PNB are officially issued by the Assistant Vice President – Engineering and Plant. Each practice is approved by a Division level supervisor in General Administration and the appropriate District level supervisors from Engineering and Plant in each Area. Administrative practices are approved only by the responsible departments.

2. RESPONSIBILITIES

2.01 The Operations Supervisor (Practices) handles all practices for PNB. It is his responsibility to:

- Review all AT&T Company Standard, Long Lines, and other operating company practices to determine the need for changes or additions prior to adoption in PNB.
- Coordinate the adoption of new Bell System Practices.
- Coordinate the preparation and approval of all locally written PNB sections, appendices and addenda.
- Administer the assignment of practice numbers in PNB.
- Coordinate the conversion of letter series practices into the nine digit series.
- Administer the Direct Coded Distribution Plan.
- Coordinate the review of practice requests (Form P-7212) with General Administration and Area Staff people.
- Prepare Form E-3973 to inform AT&T of needed changes or to forward comments relating to AT&T Standard practices, according to Addendum 000-010-015PN and Section 000-010-015.
- Represent PNB and maintain liaison with all other operating companies and AT&T in BSP matters.

2.02 In the Areas, the Plant Results Supervisors, District Engineers – Transmission and Equipment Maintenance, and Engineering Supervisors – Outside Plant coordinate practice matters, for their respective departments, with General Administration. Their basic responsibilities are to:

- Review Form P-7212 and secure agreement on the suggested action within the Area before the P-7212 is forwarded to General Administration.
- Route answers to P-7212, regarding action taken, to the originator.



This material is prepared for Pacific Northwest Bell Tel. Co. purposes and is in no sense a publication. Neither the material nor any portion thereof is to be reproduced in any form by others without the written permission of the Pacific Northwest Bell Tel. Co.

(c) Act as a point of contact for review and approval of PNB, Long Lines or other operating company BSPs.

(d) Approve locally written BSPs for their department.

3. PRACTICE USAGE

3.01 PNB will use AT&T Standard Practices whenever possible.

3.02 For locally written practices, PNB will adhere to the general plan for handling Bell System Practices as outlined in Section 000-010-010.

3.03 PNB practices, as required, are prepared under the direction of the Operations Supervisor (Practices). All PNB practices are issued on a company basis if possible.

4. FORM P-7212 - BELL SYSTEM PRACTICES - COMMENTS, INQUIRIES OR RECOMMENDATIONS

4.01 Use Form P-7212 to refer comments, inquiries or recommendations on Bell System Practices to the Operations Supervisor (Practices). (Fig. 1.)

4.02 Route Form P-7212 through lines of organization (Fig. 2). The originator retains the goldenrod copy and forwards the remaining copies intact. (Pink, yellow and white copies.)

Note: Supporting information clarifying the nature and the need should be included in the "Descriptions and Comments" space. If necessary, an attachment may be added.

The Area supervisor, designated in paragraph 2.02, reviews and evaluates the request. He retains the pink copy and forwards the remainder of the set to the Operations Supervisor (Practices).

4.03 The Operations Supervisor (Practices) processes and coordinates the request with the assistance of the appropriate General Administration and Area Staffs. After the necessary action has been completed, the yellow copy, showing disposition, is returned to the originator through lines of organization.

4.04 Form P-7212 is a prenumbered 4-part snapout form and may be ordered from the Stationery Distribution Center, Seattle by the "each".

5. STATUS OF FORMS P-7212

5.01 The status of all Forms P-7212 is reported periodically by General Administration.

5.02 The status report indicates (1) the BSP section number, (2) P-7212 number, (3) subject and title, (4) the date the practice was assigned and (5) present progress or action.

5.03 As each P-7212 is satisfied, it is closed out on the status report and removed from succeeding reports.

6. PREPARATION OF PNB PRACTICES

6.01 After the decision is made that a practice should be written, the P-7212 request is assigned to a member of the practice writing group. Draft copies of the proposed new or revised instructions are then prepared from the information furnished with the P-7212.

6.02 To obtain the expertise of General Administration and the Area Staffs these draft copies (comment copies) are usually forwarded for suggestions and review. The comment copy is accompanied by a "Request for Comments" memorandum and a comment copy mailing list (list of persons receiving the request for comments).

6.03 After the comments have been received and reviewed, the draft copy is revised and then typed in standard BSP format.

6.04 The BSP in standard format is then forwarded for approval (see 7.05 and 7.06).

7. ADOPTION AND APPROVAL OF BSPs

7.01 AT&T Company standard practices are adopted for use in PNB unless their content is contrary to PNB operating procedures. Practices having no current application in PNB (eg, PICTUREPHONE®) are adopted but not distributed to the field.

7.02 Practice adoption is determined by reviewing the "advance printing" copies which arrive 4 to 6 weeks prior to formal distribution by the Western Electric Company.

7.03 Quick copies are made of the first page of Issue 1 advance printings. The suggested distribution codes are written under the section number. These copies are sent to responsible Area and General Administration Staff personnel with a transmittal note.

7.04 Each office receiving the copies may comment on the need for an addendum, appendix, or the practice itself. They may comment on the distribution codes also. In the absence of contrary information, the practices will be distributed according to the codes written on each practice.

7.05 Locally written practices, in their final form, are forwarded for approval on Form P-7216 (Fig. 3).

These practices are reviewed and approved by the appropriate General Administration Staff groups before being forwarded for Area approvals.

7.06 The Form P-7216 is dated to allow one week for approvals and return to the Operations Supervisor (Practices). This is done to limit the time interval from the approval stage to final distribution to not more than four weeks.

MANUFACTURED IN SEATTLE BY LUTHERBURG BUSINESS FORMS

RSP 000-010-900 PN

P 7212 (12-82)

BELL SYSTEM PRACTICES
 Comments, Inquiries or Recommendations
 GENERAL ADMINISTRATION/ENGINEERING-PLANT

No. 2100

TO ☐ DISTRICT OFFICE _____☐ DIVISION OFFICE _____☐ _____☐ PLANT RESULTS SUPERVISOR _____☐ OPERATIONS SUPERVISOR _____

201 UNITED PACIFIC BLDG, SEATTLE, WASH, 98104

To be filled in by originating group

BSP NUMBER	ISSUE	SUBJECT OR OTHER IDENTIFICATION	
(X CHECK APPROPRIATE BOXES) ☐ NEW SECTION ☐ REVISION ☐ CANCELLATION ☐ OTHER ☐ URGENT ☐ NECESSARY ☐ DEFERRABLE			
DESCRIPTION AND COMMENTS		INCLUDE DATE NEEDED & WHY	
		ATTACHMENT ☐	
SIGNED	DATE	APPROVED-ENGR. DIST. LEVEL	DATE
		APPROVED-PLANT DIST. LEVEL	DATE
To be completed by General Administration			
REFERRED TO	DATE	SCHEDULED	
		START DATE	COMP. DATE
ASSIGNED TO	TEL. NO.	COMPLETED BY (NAME)	DATE

forward remaining copies with carbons intact

ABEYANCE COPY

Fig. 1 - Form P-7212, BSP Comments, Inquiries or Recommendations

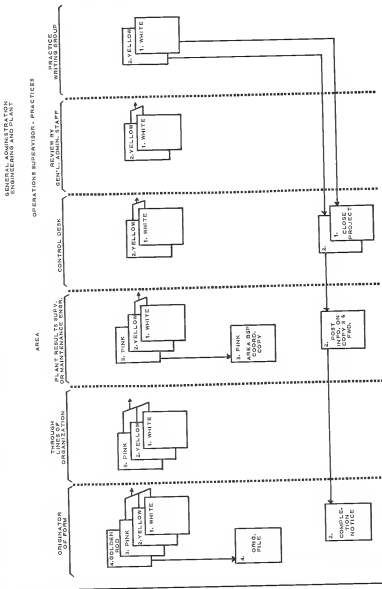


Fig. 2 - Routing of Form P-7212

P 7216 (12-68)

PLANT PRACTICE APPROVAL

DATE _____ REPLY REQUESTED BY _____

TO ☐ GENERAL OPERATIONS SUPERVISOR _____

☐ DISTRICT ENGINEER - TRANSMISSION
AND EQUIPMENT MAINTENANCE _____

☐ PLANT RESULTS SUPERVISOR _____

☐ ENGINEERING SUPERVISOR - OUTSIDE PLANT _____

☐ _____

THE ATTACHED PRACTICE IS FOR YOUR REVIEW AND APPROVAL.

B.S.P. _____ TITLE _____

SYNOPSIS _____

DISTRIBUTION CODES _____

FOR QUESTIONS CALL _____ TEL. NO. _____

COMMENTS _____

APPROVED _____ TITLE _____ DATE _____
FOR GENL. ADMIN.-ENGINEERINGAPPROVED _____ TITLE _____ DATE _____
FOR GENL. ADMIN.-PLANTAPPROVED _____ TITLE _____ DATE _____
FOR AREAS

PLEASE RETURN TO: OPERATIONS SUPERVISOR - PRACTICES
201 UNITED PACIFIC BUILDING, SEATTLE

Fig. 3 - Form P7216, Plant Practice Approval